

Preparing for COT Checklist

Things to do immediately:

- ☐ Make travel plans that get you ***to the OTS campus prior to 1800*** on arrival day.
- ☐ Contact your sponsor. Contact your gaining unit and ask for one if you do not have one.
 - Know your sponsor's name and phone number, your commander's name and phone number, and bring these with you.
 - Tell your sponsor your graduation date and travel plans so he or she knows when to expect your arrival.
- ☐ Prepare yourself physically for the Air Force fitness standards
 - At COT you complete the Air Force Physical Fitness Assessment (PFA) twice: maximum number of push ups in 1 minute, maximum number of sit ups in 1 minute, timed 1.5 mile run, and waist measurement. This link will display your age and gender scoring standards <http://www.afoats.af.mil/OTS/COT-RCOT/PCprogram.asp>. You'll be best prepared for the rigors of COT if you can score better than 85.
 - You will perform physical training every day. Start a fitness regimen now and arrive within weight standards.
 - Invest in a good pair of running shoes. See this link for instructions on how to identify your foot type and proper shoe to purchase <http://www.afoats.af.mil/OTS/documents/Wet%20Foot%20Test.doc>
- ☐ Prepare yourself mentally for the challenges of joining the U.S. military
 - You will be in a military environment where adherence to standards, customs, courtesies and organizational culture are strictly enforced.
 - The course is designed to be too much for any individual. You will be placed in a flight of 10 – 15 other people. Teamwork is essential to your success as future officers, so come with the expectation to participate, learn, teach and build your team.
- ☐ Learn the lingo. While you will learn methods of Air Force correspondence, understanding military writing before you arrive will be to your advantage. Be familiar with how to write Official Memorandums, Talking Papers and Memorandums for Record from the Tongue and Quill (T&Q). You can find the T&Q at <http://www.e-publishing.af.mil/pubfiles/af/33/afh33-337/afh33-337.pdf>
- ☐ Visit these Air Force websites to begin understanding USAF and DoD issues and your future role in the Global War on Terrorism.
 - Air Force Officer Accession and Training Schools "Leader" <http://www.afoats.af.mil/Leader/index.asp>
 - Air University's "The Wright Stuff" <http://www.maxwell.af.mil/au/aunews/>
 - "Air Force Link" <http://www.af.mil/>
- ☐ COT provides time during the first duty day for purchasing uniforms. However, if you decide to purchase uniforms prior to arrival, make sure you buy the right uniform items and have rank and tapes sewn on by someone who knows where they go. We cannot work refunds/exchanges on purchases made prior to arrival.
 - Expect to pay approximately \$1500 in uniforms and other items if you do not own any before you arrive.
 - There are STAR Card applications (for an Army Air Force Exchange Service credit card) available for anyone who does not have any other form of payment available.

One week prior to your travel day:

- ☐ Get an appropriate haircut/style. For men, this means tapered on back and sides and hair not touching the ears. Note: no moustaches at COT (unless you have a shaving waiver). For women this means hair must be a natural looking (i.e., natural highlights are appropriate and bright red highlights are inappropriate). Also, women must either cut their hair or have it up so that it does not extend below the bottom of your back collar.
- ☐ Confirm travel plans that get you to the OTS campus prior to 1800 on arrival day.
- ☐ Have orders (or definite plan on getting them BEFORE you leave).
- ☐ Have paperwork required for in processing. The Welcome Package lists these items.
- ☐ If you wear contacts, you must bring a pair of your glasses and a safety strap. Get glasses now if you do not own a pair.
- ☐ Make arrangements that allow you to meet your financial obligations while at COT .
- ☐ Call 334-953-0346 if you will not meet the 1300 – 1800 time arrival window.

On your travel day:

- ☐ Call 334-462-4411 if your travel plans are delayed and you will not make it to the OTS campus by 1800.
- ☐ Have a picture ID card (everyone), vehicle registration and proof of current insurance (if you bring your vehicle). These items are necessary to get on the base.
- ☐ Bring your Welcome Package.
- ☐ Cash on hand for travel, meals and prepayment of meals (usually \$6) for COT in processing.
- ☐ Wear comfortable and appropriate clothing and shoes for a military training environment. Slacks and a polo shirt are examples of appropriate clothing. Tank tops, party t-shirts, torn jeans and open-toed shoes are examples of inappropriate clothing.
- ☐ Arrive clean shaven (men).
- ☐ Arrive hydrated and fed. Dinner will not be until 1800 (6:00 pm).

Note: This checklist is designed to highlight key items. It does not cover all items any one individual must do. Use your judgment to cover your specific needs before arriving.